

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: James H. McDonald
Acting DDA
7D-18 Hqs.

EXTENSION

NO.

DATE

25 JUL 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Security
4E-60 Hqs.

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[Signature]
25 JUL 1983

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* DDA 83-1833/1
22 JUL 1983

MEMORANDUM FOR: Director of Security

FROM: James H. McDonald
Acting Deputy Director for Administration

SUBJECT: Briefing for Mr. Douglas C. Olin, OMB Examiner
[redacted]

1. This is to confirm that your briefing of Mr. Douglas C. Olin, OMB Examiner, is scheduled for Thursday, 25 August 1983, from 1515 to 1645 hours in Room 4E60 Headquarters. Your briefing should be comprehensive to provide Mr. Olin with a solid understanding of the functions of your component. The briefing should weigh heavily on the substantive activities of your Office rather than on the status of your resources. Attached herewith is a memorandum that we have received from Chief, Administration Group, Office of the Comptroller, which will provide you with some additional guidance regarding this very important briefing. Also attached herewith is a brief sketch of Mr. Olin's background. While he is not a complete novice regarding the Agency, you should not assume that he has extensive knowledge about our directorate. Again, your briefing should focus on the totality of your functions rather than on budget matters per se.

2. At some point in your briefing I suggest that you invite Mr. Olin to visit some of your units in the field [redacted]

3. If you require any additional information or assistance, please contact [redacted] on extension [redacted]

James H. McDonald

Attachments

cc: C/AG/COMPT w/o atts

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DD/A Registry

83-1833

20 July 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Chief, Administration Group, Office of
the Comptroller

SUBJECT: DDA Briefings for OMB Examiner

Harry,

As indicated during your brief introduction on 30 June to Doug Olin, our new OMB examiner, we need to set up some briefings on the DDA.

Attached for your consideration is a suggested schedule. As you may know, a briefing on Commo has already been arranged for Friday morning, 22 July. This was scheduled to give Doug a bit of background on Commo in advance of his visits [REDACTED]

We have not yet arranged any of the DDA briefings -- except for Commo. If you feel that we are suggesting too little or too much time, please make whatever adjustments are appropriate. Please confirm the date and time for briefings, including alternate locations if necessary, and get back to us at your earliest convenience. Doug asked that we not schedule anything on Wednesday, and prefers to have his briefings in the afternoons.

Mr. Olin's primary interest at this time is finding out as much as possible about the Agency in advance of the Hearings on our 1985 Program which will take place in the late September/October 1983 period. The DDA office briefings should be designed to familiarize Doug with the various support activities, and should focus in general on what the DDA program is all about. If your offices wish to deal with resources during these briefings, the 1984 program -- not the 1985 program -- should be used. I would think that programmatic -- as opposed to budget -- briefings would be most useful for the purpose to be served, but we leave this up to you.

A brief statement on Mr. Olin's background is attached for your information and that of your offices.

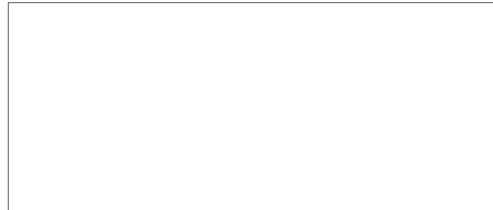
Both [REDACTED] and I plan to attend the briefings and will be glad to provide whatever assistance we can in educating

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Doug on the DDA and answering his questions. Please give me a call if you have any questions or comments on the suggested briefings or schedule.

25X1



Attachments:
as stated

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